

GRANADA HIGH SCHOOL
ASSOCIATED STUDENT BODY

CLUB RENEWAL FORM

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(Name of Club)

School Year	
Advisor	
Advisor Signature	
Meeting Day, Time, & Location	
What Is the Purpose of your Club?	

(Club Info)

TITLE	NAME	ID NUMBER	GRADE
President			
Vice President			
Secretary			
Treasurer			
Publicist			

(Club Officers)

We have attached:

A copy of the approved club constitution

A copy of the approved club budget for the current school year

We the following students as member submit this renewal:

Student Name	ID#	Student Signature
Student Name	ID#	Student Signature
Student Name	ID#	Student Signature
Student Name	ID#	Student Signature
Student Name	ID#	Student Signature
Student Name	ID#	Student Signature
Advisor Name	Rm #	Advisor Signature

DATE	APPROVED/DENIED	SIGNATURE	TITLE
		X	ASB
		X	ADMIN

(Reason Denied)

The Granada High School Associated Student Body has approved this club in their Minutes on

(Date)

GRANADA HIGH SCHOOL
ASSOCIATED STUDENT BODY

CLUB CONSTITUTION

<<Name of Club>>

ARTICLE I

A.

School Year		Advisor Name	
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B. CLUB PURPOSE:

(What is the goal of your club? Think short-term goals and long term goals.
Explain the purpose and goals of your club. List what you want to accomplish.)

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C. ACHIEVING YOUR PURPOSE:

(How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club.)

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D. CLUB AND COMMUNITY:

(How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or community? Be creative in writing down what your club can do to positively

impact your school and community.)

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E. AFFILIATION:

(Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name (s) of these organizations. All beneficiaries must be approved by the district board of education.)

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F. EXAMPLE TYPES OF ACTIVITIES AND FUNDRAISERS:

(Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12 month period.)

Activity/Fundraiser

Approximate Date

-
-
-
-
-

ARTICLE II MEMBERSHIP

A. MEMBERSHIP QUALIFICATION

(Define the general requirements necessary for a membership)

- All members must attend
(At least 1? Per month? All meetings? Drop ins ok?)
- Other requirements? (Optional)
 -
 -
 -
 -
 -
 -
 -
 -

B. MEETING GUIDELINES

Clubs shall structure meetings with the club advisor to fit the needs of the club and fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day:		Meeting Time:	
Meeting Location			

ARTICLE III

A. ELECTION OF CLUB OFFICERS

(Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be.)

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President

Name	ID Number	Grade

Vice President

Name	ID Number	Grade

Secretary

Name	ID Number	Grade

Treasurer

Name	ID Number	Grade

Publicist

Name	ID Number	Grade

A. CLUB OFFICERS DUTIES

1. President, who will:

- Run Meetings
- Delegate authority
- Represent the club when necessary

2. Vice President, who will:

- Preside over meetings in absence of President
- Be in charge of all activities

3. Secretary, who will:

- Take attendance at each meeting
- Submit announcements of dates of meetings and activities for the daily gram
- Give a copy of the minutes to the Activities Office if there is any money to be spent

4. Treasurer, who will:

- Be in charge of fundraisers
- Keep records in Treasurer binder

- Turn in any money and/or receipts to the Activities Office as soon as they are received
5. Publicist, who will:
- Document club events via photo or video
 - File the minutes taken at each meeting

ARTICLE IV. FINANCIAL RESPONSIBILITY:

In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. A Club Budget Worksheet will need to be submitted.

ARTICLE V. AMENDMENTS

To amend the constitution, a two-thirds majority vote of the members is required.

ARTICLE VI. APPROVALS

The following students are in agreement with the forming of this club.

(You must have 6 signatures of students that support the formation of this club)

****Students and Advisor must have a physical signature printed form. Digital signatures will not be accepted.**

Student Name:	Student ID#	Grade	Student Signature
Student Name:	Student ID#	Grade	Student Signature
Student Name:	Student ID#	Grade	Student Signature
Student Name:	Student ID#	Grade	Student Signature
Student Name	Student ID#	Grade	Student Signature
Advisor Name	Room #	Extension	Signature

Please print and sign this form.

Once completed, turn into Ms. Archer in Student Services to initiate the approval process.
Clubs will receive an email once approved.

Approved: _____
(Date)

Resubmitted: _____
(Date)

Denied: _____
(Date)

Approved: _____
(Date)

Reason Denied:

The Granada High School Associated Student Body has approved this club on _____.

X _____
ASB President

X _____
ASB Advisor

X _____
Administrator

ASB BUDGET WORKSHEET

Sport - Class ~ Club _____ Account Number _____ Year _____

NAME OF FUNDRAISING EVENT/ACTIVITY/TRANSFER (EX: Dances, Concessions, Raffle, etc.)	\$'s YOU PLAN/HOPE TO RAISE	DESCRIPTION OF EXPENDITURES	\$'s TO BE SPENT
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1 _____	_____	1 _____	_____
2 _____	_____	2 _____	_____
3 _____	_____	3 _____	_____
4 _____	_____	4 _____	_____
5 _____	_____	5 _____	_____
6 _____	_____	6 _____	_____
7 _____	_____	7 _____	_____
8 _____	_____	8 _____	_____
9 _____	_____	9 _____	_____
10 _____	_____	10 _____	_____
Total Estimated \$'s Raised: _____		Total Estimated Expenditures: _____	

Total Estimated Carryover from (-) Year	Total Estimate deposits from above	Total Estimated Expenses from above	Final Estimated for (-) YR
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_____ + _____ - _____ = _____

Sport, Class/Club Advisor Signature: _____ Date: _____

Sport, Class/Club Treasurer Signature: _____ Date: _____

